King County

IT SYSTEMS SPECIALIST – SENIOR
DEPARTMENT OF EXECUTIVE SERVICES
RECORDS, ELECTIONS & LICENSING SERVICES DIVISION
Annual Salary Range: $57,657 – $73,084
Job Announcement: 05RR5039
OPEN: 3/21/05   CLOSE: 4/11/05

WHO MAY APPLY: Two (2) positions are currently open to all King County employees and the general public.

WHERE TO APPLY: Required forms and materials must be sent to**: King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104. Application materials must be received by 4:30 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact **Bill Huennekens**, Superintendent of Elections, at **206-296-1548**, for further inquiries. *PLEASE NOTE:* Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A completed application packet, including a [King County application form and data sheet](), resume **and letter of interest describing your computer experience, including a detailed response to each of the items stated below under *Required* and *Desirable Qualifications.*** King County application forms can be obtained at the address above or downloaded from the King County website: http://www.metrokc.gov/ohrm/jobs/.

WORK LOCATION: King County Administration Building, 500 – 4th Avenue, Room 553, Seattle **OR** assigned locations.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act and is **not** overtime eligible. The work week is normally Monday through Friday, 8:00 AM to 5:00 PM, with mandatory additional work hours required as needed.

PRIMARY JOB DUTIES INCLUDE: These positions will manage and support the election management and voter registration system (DIMSNeT), the ballot tabulation system (GEMS), and ancillary applications for King County Elections processes, including voter registration, mail ballot processes, ballot tabulation, candidate filing, poll management, and related IT election functions. These two positions may be used interchangeably to support either or both systems depending upon need and to provide appropriate backup.

- Analyze and test proposed system interfaces, enhancements, and upgrades prior to implementation.
- Communicate with managers, supervisors and stakeholders on system processes, applications, and modifications.
- Develop, test and implement tabulation databases and corresponding ballot layouts for all elections.
- Maintain system integrity by establishing change management processes and facilitating complex system changes involving tables, queries, and reports, including building tables and fields.
- Establish and maintain system user accounts and permissions.

- Establish security system protocols and perform security and user access audits.
- Work with client to develop and provide custom reports.
- Write SQL queries to respond to ad hoc data requests.
- Troubleshoot and resolve client end user problems.
- Recommend system enhancements and upgrades.
- Serve as technical liaison with software vendors and client users.
- Lead and work collaboratively with other County IT professionals.
- Provide training and serve as technical expert on system changes and process improvements.

REQUIRED QUALIFICATIONS: Bachelor's Degree in a Computer Technology related field or equivalent work experience to provide the following required knowledge, skills and abilities:
- Knowledge of Microsoft operating systems.
- Knowledge of computer software programs, including Word, Excel, Access, Project and PowerPoint.
- Knowledge of Microsoft SQL.
- Knowledge of Crystal Reports.
- Knowledge of data security issues, standards, and best practices.
- Knowledge of computer and client server networking practices.
- Knowledge of database fundamentals, including back up and restore procedures.
- Ability to design, develop and modify database applications.
- Ability to develop test scripts and maintain effective test environment, including back up procedures.
- Ability to troubleshoot problems and delineate between hardware, software or network related issues.
- Ability to schedule critical path tasks and move issues forward for completion and resolution within prescribed time frames.
- Excellent oral and written communication skills.

DESIRABLE QUALIFICATIONS:
- Knowledge of the administration of DIMSNeT Software or other election management and voter registration system software.
- Knowledge of the administration of GEMS software or other vote tabulation system software.
- Knowledge of Washington State elections laws, rules and county election business practices.
- Knowledge of federal voting systems standards.
- Familiarity with the Help America Vote Act and other federal election regulations.

SELECTION PROCESS: Application materials will be screened for qualifications, clarity and completeness.
Based upon the information provided on your **resume and your letter of interest**, the most competitive candidates will be invited to additional selection processes, including an oral interview. Competitive candidates will be required to sign an acknowledgement form indicating they meet the following conditions: No felony convictions within the past ten (10) years for crimes involving computers, moral turpitude, including fraud, perjury, and dishonesty; no adverse employment actions within the past ten (10) years regarding dishonesty or the use of computers.

UNION MEMBERSHIP: These positions are represented by the International Federation of Professional and Technical Engineers Local 17 Information Technology bargaining unit.

CLASS CODE: 8798 SEQUENCE NUMBERS: 0042 & 0137